



## ***U.S. Peace Corps / Burkina Faso***

01 BP 6031, Ouagadougou 01, Burkina Faso

<https://www.peacecorps.gov/burkina-faso/>

e-mail: [BF01-Recruit@peacecorps.gov](mailto:BF01-Recruit@peacecorps.gov)

## **JOB ANNOUNCEMENT**

The United States Peace Corps Burkina Faso is recruiting a **Deputy Management and Operations Officer (DDMO)** for a full time contract position based in Ouagadougou, Burkina Faso. Fluent French and a high level of spoken and written English are required. Final salary will be determined based on the candidate's qualifications and salary history in similar positions.

Under the general supervision of the Associate Peace Corps Director for Administration, The DDMO is responsible for handling and delivering a heavy volume of high quality work under frequent workload and time pressure and is bound by strictest discretion and confidentiality related to all issues, decisions and actions of the Executive/Administrative Office. This position is the backup for the Director of Management & Operations (DMO).

The position is at senior staff level and has senior staff responsibilities as they pertain to PCV and other emergencies, financial management, PCBF special needs, and other possible occurrences.

This person is involved in budgeting, PCBF direction, policy and procedure formulation and implementation, and staff direction. This position supports the management and implementation of Peace Corps operations in Burkina Faso.

### **MAIN RESPONSIBILITIES OF POSITION**

The main purpose is to function as an assistant to the Director of Management & Operations (DMO). This would be in four areas; human resources, volunteer support and training, staff supervision, and financial management and planning. In addition this person would function as the DMO when the DMO is absent.

### **MINIMUM QUALIFICATIONS**

**Education:** must hold a bachelor degree or greater in Finance, Accounting, Procurement or General Business Administration or equivalent.

**Work Experience:** must demonstrate at least 6 years of professional growth in related positions. Experience with the USG, Peace Corps or other State organization. Experience working with volunteers in a cross cultural setting, experience in multi-tasking and meeting deadlines in a high pressure atmosphere. Experience in a bi-lingual office setting. Some supervisory experience is preferred.

**Post Entry Training:** must demonstrate an ability to complete rigorous and continuous learning provided in seminars, training events, self-directed activities or online trainings. Successful completion of contract management training will be required.

**Language Proficiency:** must demonstrate professional use of English for oral presentations, written reports, routine communication, etc.

**Travel:** must be prepared to travel domestically on occasion. Also, there may be international travel required to complete certain trainings.

**Skills and Abilities:** Problem solving, ability to react to emergencies, ability to multi-task, ability to deal with HR issues, ability to understand finances and budgets, ability to function on a team. Ability to use a computer and to type. Good sense of organization and neatness.

Candidates should send a CV (in English) with the name and telephone number and/or email address of three references, copies of diplomas, and letter of motivation (in English) addressing all of the minimum qualifications to:

Director of Management and Operation (DMO)  
Corps de la Paix  
01 B.P. 6031 Ouagadougou 01

Complete Scope of Work can be consulted at the Peace Corps Office.

#### **TO APPLY**

Please do not apply to this position without first having read the complete Statement of Work for the position, which details the required qualifications and is available from our office or email at [BF01-Recruit@peacecorps.gov](mailto:BF01-Recruit@peacecorps.gov) to request the full scope of work if interested.

Email is the preferred form of application. Please create an application packet which should include your C.V., accompanied by a thoughtful cover letter (both in English), outlining how your skills and experience demonstrate the required qualifications.

Please use the following conventions:

- Subject line of email: Position Title (fill in the title of the position you are applying for)
- File name of your Cover Letter: yourfirstname\_yourlastname\_Cover\_Letter.doc
- File name of your CV: yourfirstname\_yourlastname\_CV.doc

In your cover letter, please detail the earliest date you would be available if accepted for the position, and your current/most recent salary. Application packets for this position should be sent by email to [BF01-Recruit@peacecorps.gov](mailto:BF01-Recruit@peacecorps.gov) or may be delivered by hand to the Peace Corps office located in sector 13 behind the Red Cross. Incomplete applications will not be reviewed. NO TELEPHONE CALLS PLEASE. Only qualified candidates accepted for an interview will be contacted.

All Applications must be received no later than **12h00 on November 18, 2016.**